**Florence Crittenton Services**

**Position Description**

**Job Title:** Development Associate

**Who we are**

Founded in 1903, Florence Crittenton Services of North Carolina is a non-profit organization that provides maternal, family care and life skills services for girls and women who have experienced trauma.  We’re nationally accredited and guided by a trauma-informed model of care to make our clients feel safe, supported and empowered. We exist to help every girl and woman who walks through our doors realize a better tomorrow.  Our five core values that drive our service delivery are: Compassion, Respect, Inclusion, Accountability and Hope.

**Working here**

FCS employees, along with our community partners and volunteers play an integral part in our success. Our employees are here because we care about our clients. As an FCS employee, you will help to create positive outcomes, guiding clients toward a better path and helping them stay on it, even when the journey gets difficult.

We deliver our services with a trauma-informed approach using the ARC framework. As a member of our team you will receive ARC training to develop an understanding of the impact that trauma and adversity have on our clients. We work as a team using a shared language and structure for providing our services to address these trauma-related impacts to help our clients thrive and realize a better tomorrow.

Here are some of the many ways our employees help girls and women realize a better tomorrow:

* Building a foundation of self-esteem
* Creating stable, sustainable family units
* Ensuring healthy delivery and baby
* Overcoming trauma to achieve self-sufficiency
* Keeping mothers and children together
* Facilitating positive future outcomes

Working at FCS provides you with the opportunity to make a difference in the lives of girls, women and children in a unique working environment. Benefits include complimentary meals during your shift and many opportunities to attend valuable training to enhance your personal and professional development.

**General Description of Duties:**

The Development Associate will provide support to the agency’s Public Relations and Development department, as well as the CEO.

**Line of Authority:**

The Development Associate reports directly to the Director of Development.

**Job Classification:**

Full time, non-exempt

**Specific Duties and Responsibilities:**

* Work collaboratively with the Director of Development and CEO to develop annual marketing and communication plan
* Develop and execute communication content across all media channels (social media, website, newsletter, outreach materials, etc.) to promote and increase awareness of the agency’s mission
* Create and manage graphic development for print and digital fundraising and marketing materials
* Plan and execute development activities, events, projects, meetings and donor communications
* Write a wide range of professional communications including: letters of inquiry, grant proposals and reports, event sponsorship requests and donor acknowledgements
* Manage the grants calendar to ensure timely submission of all grant opportunities
* Facilitate tours of the agency for audiences including current and potential donors, referral sources, volunteers and news media
* Solicit in-kind donations, sponsorships and other forms of monetary and in-kind support
* Lead the management of the donor database
* Other duties as assigned

**COVID-19 Statement**

Florence Crittenton Services is an essential service.  We remain open and all employees report to work onsite during any federal, state or local shutdown restriction.  Each employee is essential; therefore, we do not offer work-from-home options.  We take the health and safety of each resident and staff seriously.  We have put in place many protocols recommended by the CDC, OSHA and county health department to protect our residents and team, including:

* Daily employee and resident health screening and temperature-taking
* Restricted visitor access with health and temperature screening required for essential visitors
* Masks or cloth face covering required of all residents, employees and visitors
* Social Distancing in place throughout the building
* Work spaces and common areas cleaned and disinfected regularly

**Education**

Bachelor’s Degree in a related field preferred or equivalent combination of education and experience; previous professional experience in the nonprofit sector with two or more years of volunteer management or fundraising experience strongly preferred.

**Qualifications**

* Commitment to Florence Crittenton Services’ mission, goals and values
* Exceptionally strong written communication skills
* Experience with nonprofit fundraising and/or special events as a staff or volunteer preferred
* Demonstrated initiative and ability to multitask to meet deadlines
* Excellent technology skills required; experience with databases, Publisher, HootSuite, WordPress, Mail Chimp and social media management
* Ability to be flexible (some evenings and weekends)

**How to apply:**

**Email a cover letter and resume to** [alee@fcsnc.org](mailto:alee@fcsnc.org)**. Include a comment as to why Florence Crittenton Services is of interest to you.**

**Florence Crittenton Services is an Equal Opportunity Employer.**